ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: **PRESIDENT'S OFFICE**

NAME OF PERSON SUBMITTING THIS REVIEW: Ron Taylor

DATE OF SUBMISSION: Oct. 15, 2010

MANAGEMENT AREA (check one):
- √ **Administrative Services**
- ☐ **Instruction**
- ☐ **Student Services**

ASSESSMENT OF PAST PROGRESS

Describe your progress on your previous year's objectives:

Objective 1: **Resolve accreditation recommendations.** **Connection to other plans:** Various SP goals (esp. 1.1, 4.2), Ed Plan.	**Summary of Progress:** In process: Follow-Up Report submitted. **Resources/Budget Used:** Staff time; $32,500 add'l alloc., Coord. IR & Planning; training cost $4000; equipment $2000.

Objective 2: **Promote trust, understanding & effective decision-making.** **Connection to other plans:** **SP 1.1, 4.2, 4.3 (previous SP 5)**	**Summary of Progress:** Mixed progress: good work toward effective decision-making; trust eroded due to fiscal moves. **Resources/Budget Used:** Staff time.

Objective 3: **Address issues raised in Spring 2009 employee survey.** **Connection to other plans:** **SP 1.1, 4.2, 4.3 (previous SP 5)**	**Summary of Progress:** Initiated supervisor training; completed and implemented administrator evaluation procedures; brought most evaluations up to date; initiated new staff development on flex days. Set goals in new Strategic Plan addressing these issues. **Resources/Budget Used:** Staff time; modest legal cost (@ $500).

Objective 4: **Complete a revised vision statement for the college based on input from…** **Connection to other plans:**	**Summary of Progress:** Initiated as part of Strategic Plan revision; conducted staff exercises; incomplete; set goal to complete in 2010-11. **Resources/Budget Used:**

SP 1.1 (previous SP partial in 2, 3)	Staff time.

Objective 5: **Complete & implement a multi-year plan for college enrollment & recruitment.** **Connection to other plans:** **SP 2.4.2, 3.2.3 (previous SP 3,2)**	**Summary of Progress:** Considerable activity, but incomplete: set objective in new Strategic Plan to complete during 2010-11. **Resources/Budget Used:** Staff time.

Objective 6: **Develop service to outlying population centers.** **Connection to other plans:** **SP 1.1.7, 3.2.1 (previous SP 1.4)**	**Summary of Progress:** Community education center established to foster development of this function; draft community education offerings created; implementation in process during Fall 2010. Objectives set in new Strategic Plan for this (1.1.7, 3.2.1). **Resources/Budget Used:** Staff time; modest instruction allocations in 2009-10 (no increase in cost).

Objective 7: **Achieve funded enrollment (1559 FTES).** **Connection to other plans:** **SP 2.4.2, 3.2.3 (previous SP 2.1, 3)**	**Summary of Progress:** Achieved (1601 FTES). **Resources/Budget Used:** Instruction allocations within available budget (see 1315 line, etc.).

Objective 8: **Reduce expenditures in line with state-imposed budget cuts.** **Connection to other plans:** **SP 3.2 (previous SP 2.2)**	**Summary of Progress:** Substantially achieved. **Resources/Budget Used:** Staff time.

Objective 9: **Improve the college's planning and budgeting processes.** **Connection to other plans:** **SP 3.2.4, 1.1.1, 2.1.1, 2.4, (previous SP 4,6)**	**Summary of Progress:** Substantially achieved. Remaining work includes Banner 8 implementation and related BPA, completion of 2011-12 budget development. **Resources/Budget Used:** Staff time.

Objective 10: **Improve academic quality…** **Connection to other plans:** **SP 2.1, 2.2, 2.3, 2.4 (previous SP 1)**	**Summary of Progress:** In progress. **Resources/Budget Used:** Staff time.

Objective 11: **Maintain good college-community relations.**	**Summary of Progress:** Achieved. FRFR transition achieved; PCERC relations continued; PSREC grant support; campus-community events conducted. Grant efforts unsuccessful.
Connection to other plans: **SP 3.2.1, 1.1.7 (previous SP none)**	**Resources/Budget Used:** Staff time; modest events costs within budget; modest increase in costs for chamber memberships ($200).

Objective 12: **Support the college foundation, & develop its fundraising potential.**	**Summary of Progress:** Developed half-time events, other fund-raising events. Substantial support provided to FRFR and FRCRH operations.
Connection to other plans: **SP 3.2.5 (previous SP none)**	**Resources/Budget Used:** Staff time.

Objective 13: **Improve college processes & procedures…**	**Summary of Progress:** Substantially achieved. Remaining work includes Banner 8 implementation and related BPA, completion of 2011-12 budget development. Completed and implemented administrator evaluation procedures; brought most evaluations up to date.
Connection to other plans: **SP 3.2.4, 3.1.5, 3.3.2, 4.2.4 (previous SP 4)**	**Resources/Budget Used:** Staff time.

Objective 14: **Facilitate timely progress on construction of LRC.**	**Summary of Progress:** Substantially achieved. Some delay caused by weather, design flaws, and contractor failures.
Connection to other plans: **SP 3.4 (previous SP 6.2)**	**Resources/Budget Used:** Staff time.

Objective 15: **Increase the number & frequency of meetings with individual trustees.**	**Summary of Progress:** Mixed progress.
Connection to other plans: **SP 4.3.5 (previous SP none, N/A)**	**Resources/Budget Used:** Staff time.

Objective 16: **Facilitate appointment and/or election of new trustee…**	**Summary of Progress:** Achieved.
Connection to other plans: **N/A**	**Resources/Budget Used:** Staff time.

Objective 17: **Improve administrative supervision…**	**Summary of Progress:** In progress. Initiated supervisor training; completed and implemented administrator evaluation procedures; brought most evaluations up to date; renewed objective.
Connection to other plans: **SP 4.3.4 (previous SP 5)**	**Resources/Budget Used:** Staff time; utilized LCW contract ($2500) within existing HR budget.

Objective 18: **Represent the college in regional & statewide organizations and to legislators.**	**Summary of Progress:** Achieved—Commission on the Future, north state CEO's meetings, major state conferences, national CEO training by AACC.
Connection to other plans: **SP 3.2.3 (previous N/A)**	**Resources/Budget Used:** Staff time, modest conference registration fees (@$500) within existing budget.

Objective 19: **Adjust time management & office workflow.**	**Summary of Progress:** Substantially achieved; executive assistant managed to take vacation.
Connection to other plans: **SP 3.3.2, 4.2.4 (previous N/A)**	**Resources/Budget Used:** Staff time.

Objective 20: **Comply with legal requirements.**	**Summary of Progress:** Achieved: audit completed, required reports submitted, legal consultations conducted.
Connection to other plans: **SP 3.2.4, 3.3.2, 4.2.4 (previous N/A)**	**Resources/Budget Used:** Staff time; cost of annual audit (within existing budget).

CURRENT YEAR PROGRESS AND OBJECTIVES

What objectives and tasks will you take on for this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

Objective 1: **Resolve remaining accreditation recommendations, support Self Study.** **Connection to other plans:** SP 1.1.1, 1.1.3, 1.1.5, 2.1.1, 2.4, 4.1, 4.2, 4.3	**Action Plan (include who is responsible):** See action plans for cited SP objectives. **Resources/Budget Needed:** Staff time; $7800 accreditation staff support.

Objective 2: **Implement the College's new Strategic Plan for 2010-13.** **Connection to other plans:** SP 1.1.1, 1.1.3, 1.1.5, 2.1.1, 2.4, 4.1, 4.2, 4.3	**Action Plan** (include who is responsible)**:** See action plans for all SP objectives; guide ORP & SPC to calendar check-ins on progress; guide SPC & Budget Committee to assess new costs & prioritize. **Resources/Budget Needed:** Staff time; possible new costs for 2011-12 (action plan assessments pending).

Objective 3: **Facilitate development of a revised Education Plan.** **Connection to other plans:** SP 2.4.3	**Action Plan** (include who is responsible)**:** See action plan for 2.4.3; guide SPC, CIO, COI to calendar check-ins on progress. **Resources/Budget Needed:** Staff time.

Objective 4: **Keep expenditures within state revenue allocation for 2010-11.** **Connection to other plans:** SP 3.2.4	**Action Plan** (include who is responsible)**:** Regular check-ins with CFO; monitor state communications re: revenue; guide SPC and Budget Committee to assist with monitoring/triage as appropriate; oversee negotiations process. **Resources/Budget Needed:** Staff time.

Objective 5: **Achieve funded enrollment—assume 1559 FTES + 100 FTES = 1659 FTES per state budget adopted 10/8/10.** **Connection to other plans:** SP 2.4.2, 3.2.3.	**Action Plan** (include who is responsible)**:** Assess potential for achieving growth funded in state budget (2.21%, or 100 FTES); see action plans for 2.4.2, 3.2.3; regular check-ins with CIO. **Resources/Budget Needed:** Staff time; possible additional costs to achieve funded growth due to late state budget (assessment pending).

Objective 6: **Facilitate the transition to new arrangements with the college foundation.** **Connection to other plans:** SP 3.4, 3.2.1, 3.2.3, 3.2.5	**Action Plan** (include who is responsible)**:** Regular BOT reports on FRFR & FRCRH; regular check-ins with CSSO & A.D. re: operations & fiscal prospects; regular BMC consultation. **Resources/Budget Needed:** SRS allocation for 2010-11 (loan re-structuring 10/21/10); 2 staff positions ($40K) within revenue projections.

Objective 7: **Improve trustee support…** **Connection to other plans:** SP 4.3.5	**Action Plan** (include who is responsible)**:** Calendar meetings. **Resources/Budget Needed:** Staff time.

Objective 8: **Foster coordinated professional development and improved administrative supervision.** **Connection to other plans:** SP 3.1.1, 3.1.2, 3.1.4, 4.3.4	**Action Plan** (include who is responsible)**:** See action plans for objectives cited here; regular check-ins with Prof. Dev. Committee; continue supervisor training; review plans for administrator professional development, modify, and implement. **Resources/Budget Needed:** Staff time; possible modest cost for admin prof dev (@$1000), within existing budget.

Objective 9: **Provide additional service to outlying population centers.** **Connection to other plans:** SP 1.1.7, 3.2.1	**Action Plan** (include who is responsible)**:** Finalize community education offerings plan in consultation with faculty; implement during Fall 2010. See action plans for SP 1.1.7, 3.2.1. **Resources/Budget Needed:** Staff time; new costs within revenue projection for 2010-11; possible new costs for 2011-12 (within revenue projection for 2011-12).

BUDGET CHANGE REQUESTS FOR NEXT YEAR

Please provide rationale for budget *changes* (attach budget request sheets for entire annual budget).

Budget Request(s): **Amount (INCREASE)**	**Account Code**	**Rationale** (include connection to other plans)**:**
$1,800	1100-10200-2325-679200	Accreditation Staff Support for Self Study (one-time allocation)
$6,000	1100-10200-1240-679200	Accreditation Staff Support for Self Study (one-time allocation)
$3,500	1100-10200-5020-	Increasing dues & memberships rates; need to

	679200	promote FRC among national organizations (SP 3.2.3).
$2,000	1100-10200-5100-679200	Modest restoration of travel to cover need to promote college nationally(SP 3.2.3, 4.3, 4.2.4).
$400	1100-10200-5905-679200	Modest restoration of events & programs to cover strategic objectives (SP 1.1.4, 3.1.1, 3.1.2).
$2,000	1100-10200-5940-679200	Increase to cover publishing to local community—annual report, etc. (SP 1.1.7, 3.2.1, 3.2.3)
$50,000	1100-10200-5050-679200	Strategic Plan Implementation Costs Estimated (pending action plan assessments) (SP various)
$10,000	1100-10200-5050-679200	Increase in professional development needs for college at large (Goal 8 above, SP 3.1.1, 3.1.2, 3.1.4, 4.3.4).
$75,000	1100-10200-1200-679200	Provision for possible increased salary cost for various collective bargaining units.
$reserves	xxxx-xxxxx-xxxx-xxxxxx	Need to sequester additional reserves to address new cash flow needs, possible legal costs.

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on data provided:

1. Describe the current status of the Program/Depart/Service Area.

Progress report on 2009-10 objectives completed 5/10; accreditation Follow-Up Report completed 10/15/10; report on Strategic Plan goals and objectives due by May for 2010-11; SPC action plans completed as of 10/15/10—feasibility assessment pending. Specific objectives for 2009-10 achieved or in progress per listing above (Assessment of Past Progress).

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

Result of accreditation Follow-Up Report is pending, to be announced by early February 2011; late state budget for 2010-11 includes significant new apportionment payment deferral in Spring 2011, as well as 2.2% (100 FTES) available, as of 10/8/10—with likely continuation (if not cuts) into 2011-12, making cash flow a serious concern; Strategic Plan implementation likely to call for some modest investments, if progress is to be made on all goals within plan scope; outcome of collective bargaining negotiations may yield new costs for 2011-12, or may limit options for revenue going forward; program development and enrollment objectives in Strategic Plan, as well as Faculty Obligation Number requirement, likely to trigger costs associated with a new FT faculty position for 2011-12; need to sequester additional reserves to address new cash flow needs, possible legal costs.

3. Briefly explain significant changes expected during the upcoming year.

Included in #2 just above—significant costs noted.

APPENDIX

Attach supporting documents as appropriate. Please see Instructions for examples of supporting documents per Management Area.

2011-2012 BUDGET PROPOSAL

RESPONSIBILITY: CEO/Superintendent/President

FUND CODE: **1100 GENERAL - UNRESTRICTED**
ORGANIZATION CODE: **10100 Board Operations**

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

ACCOUNT CODE	ACCOUNT TITLE (Please provide specific detail supporting *Proposed Budget Request*.)	Strategic Planning Goals & Objectives Policy Area (If Applicable)	2009-10 ENDING BUDGET	2009-10 ACTUAL	2010-11 ADJUSTED FINAL BUDGET	2011-12 PROPOSED BUDGET REQUEST
4325	Non Instructional Supplies	4.3, esp. 4.3.5	$500		$300	$300
5040	Legal	4.2.4	$6,500		$6,500	$6,500
5042	Elections	4.2.4	$20,000		$15,000	$15,000
5050	Consultants & Contracts	1.1.4	$7,500		$7,500	$7,500
5100	Employee Travel Expenses	4.3	$2,270		$2,270	$2,270
5940	Publishing Services	4.3	$500		$0	$0

Strategic Planning Goals & Objectives 2008 - 2011

Policy Area 1: Effectiveness of Instruction/Student Development
Policy Area 2: Sustainability/Economic Stability
Policy Area 3: Enrollment Management
Policy Area 4: Decision-Making and Communication
Policy Area 5: Campus Environment
Policy Area 6: Facilities

2011-2012 BUDGET PROPOSAL

RESPONSIBILITY: CEO/Superintendent/President

FUND CODE: **1100 GENERAL - UNRESTRICTED**
ORGANIZATION CODE: **10200 General Administration**

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

ACCOUNT CODE	ACCOUNT TITLE (Please provide specific detail supporting *Proposed Budget Request*.)	Strategic Planning Goals & Objectives Policy Area (If Applicable)	2009-10 ENDING BUDGET	2009-10 ACTUAL	2010-11 ADJUSTED FINAL BUDGET	2011-12 PROPOSED BUDGET REQUEST
4325	Non Instructional Supplies	4.3, 4.2.4	$4,721		$4,721	$4,721
5020	Dues and Memberships	4.2.4, 3.2.3, 4.3	$17,212		$17,500	$21,000
5040	Legal	4.2.4, 4.3, 1.1, 3.1	$6,000		$10,000	$10,000
5050	Consultants & Contracts	4.2.4	$28,500		$28,500	$2,800
5071	Equipment Leases & Rentals	1.1, 4.3	$1,135		$1,000	$1,000
5100	Travel	3.2.3, 4.3, 4.2.4	$10,000		$10,000	$12,000
5905	Events & Programs	1.1.4, 3.1.1, 3.1.2	$2,000		$800	$1,200
5940	Publishing Services	1.1.7, 3.2.1, 3.2.3	$396		$450	$2,450
2325	[Accreditation Staff Support for Self Study]	4.2.4	$0	N/A	$0	$1,800
1240	[Accreditation Staff Support for Self Study]	4.2.4	$0	N/A	$0	$6,000
5050	[Strategic Plan Implementation Costs Estimated]	All SP goals & objectives	$0	N/A	$0	$50,000
5050	[Professional Development Costs, College at Large & Administration]	3.1.1, 3.1.2, 3.1.4, 4.3.4	$0	N/A	$0	$10,000
1200	[Provision for Possible Salary Cost for Collective Bargaining]	3.1	$0	N/A	$0	$75,000
reserves	[Need to sequester additional reserves to address ongoing + new cash flow needs, legal]	4.2.4	$0	N/A	$0	$500,000

Strategic Planning Goals & Objectives 2008 - 2011

Policy Area 1: Effectiveness of Instruction/Student Development
Policy Area 2: Sustainability/Economic Stability
Policy Area 3: Enrollment Management
Policy Area 4: Decision-Making and Communication
Policy Area 5: Campus Environment
Policy Area 6: Facilities

2011-2012 BUDGET PROPOSAL

RESPONSIBILITY: CEO/Superintendent/President

FUND CODE: **1100 GENERAL - UNRESTRICTED**
ORGANIZATION CODE: **10300 Graduation**

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

ACCOUNT CODE	ACCOUNT TITLE (Please provide specific detail supporting *Proposed Budget Request* .)	Strategic Planning Goals & Objectives Policy Area (If Applicable)	2009-10 ENDING BUDGET	2009-10 ACTUAL	2010-11 ADJUSTED FINAL BUDGET	2011-12 PROPOSED BUDGET REQUEST
4325	Non Instructional Supplies	1.1.4, 4.3.3	$4,600		$3,000	$3,000
5050	Consultants & Contracts	1.1.4, 4.3.3	$50		$0	$0
5071	Equipment Leases & Rentals	1.1.4, 4.3.3			$100	$100

Strategic Planning Goals & Objectives 2008 - 2011

Policy Area 1: Effectiveness of Instruction/Student Development
Policy Area 2: Sustainability/Economic Stability
Policy Area 3: Enrollment Management
Policy Area 4: Decision-Making and Communication
Policy Area 5: Campus Environment
Policy Area 6: Facilities